

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on
Tuesday 16th July 2019 at 7pm in Harpford Village Hall, Harpford

ACTION by:

	<p>Present Cllrs. Burhop (Acting Chair), Dalton, Lee and Walker (Q) Clerk. 0 members of the public. Meeting began at 7.30pm due to overrun of earlier meeting.</p>	
Public Forum	<p>Fire Regulations Outlined Public Questions No public questions or representations.</p>	
FC19/26	<p>To elect a Chair for the Finance Committee. Cllr. Walker proposed Cllr. Burhop who accepted nomination. Seconded by Cllr. Lee. Resolved 3/0/1 absten. CB</p>	
FC19/27	<p>To elect a Vice-Chair for the Finance Committee. Chair proposed Cllr. Walker who accepted nomination. Seconded by Cllr. Lee. Resolved 3/0/1 absten. RW</p>	
FC19/28	<p>Apologies for absence: Cllr. Tillotson – conflicting engagement. Absence noted and approved</p>	
FC19/29	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p>	
FC19/30	<p>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 16th April 2019 as previously circulated to members. Approval of minutes was proposed by Chair, seconded by Cllr. Dalton. Resolved unanimously. Chair signed the minutes as a true and accurate record of that meeting. Matters arising: Tree Audit with Hon. Tree Warden, Anita Kemp Chair to discuss.</p>	
FC19/31a	<p>Business to be considered:</p> <p>a) To consider update on repair work to Cemetery Wall: Clerk advised that the nominated contractor can start work in September. Price quoted remains unchanged. Clerk is liaising with landowner who has rights over the access lane to agree arrangements during works. Clerk: Please continue to liaise with both parties.</p>	Clerk
FC19/31b	<p>b) To consider updates for s.106 Play and Sports Capital Funding projects: Clerk advised that works for both fencing and gazebo were due to be completed by month end. Invoices would be submitted to EDDC for reimbursement. Both projects within budget as determined. Clerk liaising with EDDC to progress Hoppins funds for VOVG spending circa £5,000. Clerk also highlighted recent agreement in Chardstock to use CIL for much needed works to their community building. Clerk: Please liaise with contractors to complete the installations as per Council's directions. Update FC asap. re: other s.106 issues.</p>	Clerk

FC19/31c	<p>c) To consider matters pertaining to WC refurbishment:</p> <p>Clerk apologised that no progress had been made. He had spoken with a local architect who declined to assist as plans required were more for building control than exterior design. Chair offered to provide a named lead to get the ball rolling. Clerk: please await details and follow up with another two. It was proposed that a working party be re-established to help this project move forward. The membership of this WP to be determined at the August ORD meeting. Clerk: Please add to AUG agenda accordingly.</p>	Clerk
FC19/31d	<p>d) To consider matters pertaining to King Alfred Way Surgery Proposals:</p> <p>Chair outlined current status of the planning process and the recent appeals lodged by applicant, Clinton Devon Estates. Members expressed regret that CDE had not sought to meet, or discuss, with the Council to consider Council's offer for the proposed surgery tenancy but accepted that matters were where they were presently. This matter is to be deferred until the outcome of the appeal. Clerk: Please note diarise for further consideration accordingly.</p>	Clerk
FC19/31e	<p>e) To consider matters pertaining to Cavanna Homes Community Fund:</p> <p>Clerk advised that the nothing more had been heard from CHCF representatives since March. Clerk was directed to make fresh contact and seek an update as to their deliberations on community grant funding. The additional project for parish CCTV was also to be passed to them for their consideration as a community benefit. Clerk: Please note. Update FC as developments warrant.</p>	Clerk
FC19/31f	<p>f) To consider matters pertaining to Summer community events:</p> <p>Cllr. Dalton updated members as to status of event for 21/7. Assistance sought for marquee erection on the day. Clerk advised that he will be present to deal with gate receipts and takings as per Cash Handling Policy extant. Clerk: Please add to next F/Comm agenda for review.</p>	Clerk
FC19/31g	<p>g) To consider matters pertaining to Venn Ottery Village Green:</p> <p>i) Chair will visit to assess bridge condition. This matter to be deferred until next F/Comm. meeting. Clerk: Please note and diarise accordingly.</p> <p>ii) Tree copse at northern boundary. This work is closely allied with the proposed S.106 project for a "play-base" and therefore, given that Council's grounds contractor have confirmed that the tree here is basically healthy (albeit lopsided), it was felt that the discussion regarding removal and re-planting could wait until more was known from EDDC as to the potential S.106 funding available. Minute entry FC19/31b) refers. Update F/Comm. as soon as more information becomes available from EDDC.</p>	Clerk

FC19/31h	<p>h) To consider Council’s Action Plan 19/20: As the membership of the Finance Committee had altered considerably since the election, Chair felt it prudent to discuss each Action Point in turn and suggested that a separate Action List of “future” projects and goals be established to effectively manage those projects which could be delivered in the next 1-5 years. Chair asked all F/Comm. members to consider those projects that were desirable or deliverable and bring these to the next meeting of Fin. Comm. whereupon a new Action List could be created.</p> <p><i>Action points raised:</i> Check drain clearance progress with DCC Talk to P3 warden about Red Bridge condition and future HATOC update re: 4EH Cemetery Land Ownership queries – Clerk to follow up.</p>	
FC19/31i	<p>i) To consider additional training requirements: As new Councillors had joined Council recently, and several new Chairs (and Vice-Chairs) had been elected, it was felt prudent for Council to utilise its Training Budget to develop members skills and knowledge. Clerk was asked to monitor course availability and circulate details as appropriate.</p> <p>Clerk: Please action accordingly.</p>	
FC19/31j	<p>j) To consider nominations for additional bank signatories: Cllrs. Lee and Dalton kindly volunteered to act as bank signatories.</p> <p>RFO: Please liaise with bank to arrange forms and complete and process as swiftly as possible.</p>	
FC19/32	<p>Matters considered as urgent by presiding Chair:</p> <p>Matters raised included further parish grounds maintenance requests and requirements. Chair asked that this matter be raised at the AUG ORD meeting but directed Clerk to start discussions with DCC about the feasibility of taking over planting responsibility for the land adj. to the highway opp. Kirby’s Furnishings premises.</p> <p>Chair updated members as to the progress of the CCTV quotation gathering exercise and Clerk was directed to discuss the matter with Cavanna as per agenda item FC19/31e) above to determine if any funding were available from that source.</p> <p>Chair had been in discussions with residents about the condition of the Back Lane Tennis Court car park and would update F/Comm. members at the next meeting as to his further discussions with potential contractors to level and fill the area, espec. the entrance.</p> <p>Cllr. Walker mentioned that a resident had offered to provide an amenity for the St. Luke’s Cemetery and Chair asked Cllr. Walker to discuss the matter further and obtain a photo of the proposed item for F/Comm. to consider in more detail at a later date.</p> <p>Cllr. Walker also asked that thanks be conveyed to Council’s grounds contractor for the excellent works on Greenbank.</p> <p>Cllr. Lee enquired about the overgrown hedge opp. the bus stop just west of Back Lane junction. Clerk to review and report back.</p>	

FC19/33	Date and time of next Finance Committee meeting; 13 th August 2019 – 7pm. Venue to be decided. Clerk: please arrange meeting booking and agenda.	Clerk
	With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.50pm.	

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Signed as a true record of the meeting above:

Chairman: _____ Date: _____